



Gatton

Show Society Incorporated.

ABN 78 890 516 389

Gatton Show Society Inc Culture and Values Policy

SCOPE

This policy applies to all workers of Gatton Show Society Inc, Officers (including Directors), committee members, employees (permanent, casual, temporary and contract) and volunteers.

Policy Statement

Workplace culture is everyone's business!

Everybody at Gatton Show Society Inc contributes to the culture of our workplace every day. This framework identifies a range of behaviours that define our culture and are expected of all our people regardless of their role or position at Gatton Show Society Inc

Setting Directions

Strategic thinking and planning for the future by:

- monitoring external developments and evaluating their implications for Gatton Show Society Inc.
- identifying opportunities for new approaches and areas of work
- identifying how work could be improved or done differently in the future
- clarifying direction, objectives and the value of work performed to Gatton Show Society Inc' mission
- securing the commitment of others to pursue future possibilities, and
- setting goals, strategies and timelines for achieving plans

Pursuing Excellence

Ongoing search for new and better ways of working by:

- setting and pursuing high standards in day-to-day work
- identifying and implementing 'best-practice' methods and solutions
- supporting and encouraging questioning, risk-taking and innovation
- working to improve internal systems and processes, and
- acknowledging excellence and celebrating success.

Collaboration

Building highly effective internal **and** external relationships by:

- contributing to highly effective, collaborative team environments
- promoting cooperation and cohesiveness and capitalizing on expertise and synergies across Gatton Show Society Inc
- building and maintaining productive long-term relationships with external agencies, clients, suppliers and partners, and
- disseminating and promoting Gatton Show Society Inc work to external audiences.

Supporting Colleagues

Supporting and contributing to the development of others by:

- actively promoting a learning culture in which everybody is expected to learn and develop
- providing opportunities for colleagues to learn and gain experience
- empowering people to use their judgement, skills and experience
- sharing own expertise, including by mentoring and developing the skills of less experienced staff and volunteers
- acknowledging and respecting the perspectives of others
- acknowledging worthy ideas and encouraging colleagues to pursue them
- developing an awareness of colleagues' strengths, interests and expertise, and
- working to ensure that Gatton Show Society Inc has highly capable staff and volunteers.

Embracing Change

Self-management, self-reflection and self-improvement by:

- seeking regular feedback on own performance
- understanding own strengths and weaknesses and creating plans for self-development
- welcoming new challenges and opportunities for personal growth
- adopting a positive attitude to mistakes and the opportunities they provide for learning, and
- modelling authenticity, integrity and compassion.

Diligence

Management, staff and volunteers are expected to:

- Work safely and to the best of your ability.
- Maintain and improve your knowledge and skills, with the support of your manager.
- Avoid conduct that could bring Gatton Show Society Inc, into disrepute.
- Demonstrate leadership and stewardship.
- Ensure that your use of alcohol and other substances does not affect your work.
- Be open about reporting mistakes, and deal justly with colleagues when mistakes are made.
- Understand the financial, strategic and other implications of decisions.
- Promote and support the application of the Gatton Show Society Inc values.

Records Management

Staff and volunteers need to be aware of their record keeping responsibilities and are reminded there is a legal requirement to adhere to proper records management practices and procedures.

All staff and volunteers must ensure that documents which form part of Gatton Show Society Inc public record are not placed in unofficial or private filing systems. All such documents are to be placed on official files.

Staff and volunteers must not remove documents from official files. They are controlled records, and must be complete, up-to-date and capable of providing organisational accountability when officially scrutinised.

Staff, volunteers and members must not damage, dispose of, or in any other manner, interfere with official documents or files. The destruction of records may only take place in accordance with a disposal and retention schedule which has been approved by the General Manager.

Ethical Decision Making

Staff and volunteers need to recognise the professional and ethical dimensions of their work and give proper attention to the values which should guide their decisions and actions.

When faced with a difficult question, management and staff and volunteers should ask:

- Who needs to be consulted in making this decision?
- Is the decision or conduct lawful?
- Is the decision or conduct in line with Gatton Show Society Inc, principles as set out in policy, including this Code of Conduct?
- What will be the outcome for the staff or volunteer involved, work colleagues, Gatton Show Society Inc and its stakeholders?
- Do these outcomes raise a conflict of interest or lead to private gain?
- Can the decision or conduct be justified in terms of the interests of Gatton Show Society Inc or its members?
- Would the action or decision withstand public scrutiny?

If you agree to the terms and conditions of the Gatton Show Society, please sign and date below.

Signature: _____

Date: _____